



GSA Federal Supply Service

# The Federal Surplus Personal Property Donation Program

The Federal Surplus Personal Property Donation Program enables certain nonfederal organizations to obtain property that is no longer required by the Federal Government. Personal property includes all types and categories of property except land or other real property, certain naval vessels, and records of the Federal Government. Some examples of surplus personal property are:

- Hand and machine tools
- Boats
- Office machines and supplies
- Construction equipment
- Furniture
- Appliances
- Communications and electronic equipment
- Gifts and decorations given to Government officials by foreign dignitaries

*All property is offered on an "as is" basis, without warranty of any kind.*

The basic authority for the donation program is Title 40 of the U.S. Code, Section 549. The act and related statutes authorize the Administrator of General Services to transfer surplus personal property for donation to nonfederal public agencies and other specifically designated recipients.

## Eligible Recipients

The major categories of eligible participants in the Donation Program include:

- Public agencies
- Nonprofit educational or public health institutions —

to include medical institutions, hospitals, clinics, health centers, drug abuse or alcohol treatment centers, programs for the homeless and impoverished, schools, colleges, universities, schools for the disabled, child care centers, educational radio and television stations, museums, and libraries

## About the Program

- Nonprofit and public programs for the elderly
- Educational activities of special interest to the Department of Defense (DoD)
- Public airports

### Public Agencies

Public agencies generally include states, their departments, divisions, and other instrumentalities; political subdivisions of states, including cities, counties, and other local government units and economic development districts; instrumentalities created by compact or other agreement between state or political subdivisions; and Indian tribes, bands, groups, pueblos, or communities located on state reservations.

### Nonprofit Educational and Public Health Activities

Nonprofit educational and public health activities, including programs for the homeless and impoverished, must be exempt from taxation under Sec. 501 of the Internal Revenue Code. The property must be used to aid education or public health, either directly or through research.

- Nonprofit, tax-exempt organizations, which provide food, shelter, or support services to homeless or impoverished people, may also be eligible to receive surplus property through donation. Such organizations may include soup kitchens and daycare centers; food banks which provide food directly to shelters and soup kitchens where homeless and/or impoverished individuals are

## The Federal Surplus Personal Property Donation Program — Who, What, When, and Where

### GSA Regional Offices

**National Capital Region**  
*District of Columbia, Montgomery and Prince Georges Counties in Maryland; Arlington, Fairfax, Loudoun and Prince William Counties and the Cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park in Virginia*

470 L'Enfant Plaza East, SW  
Washington, DC 20407  
Phone: 202-619-8968  
FAX: 202-619-8947

**New England Region**  
*Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont*

O'Neill Federal Office Building  
10 Causeway Street, 3rd Floor  
Boston, MA 02222  
Phone: 617-565-7324  
FAX: 617-565-7317

**Northeast and Caribbean Region**  
*New Jersey, New York, Puerto Rico, and Virgin Islands*  
26 Federal Plaza, Room 20-112  
New York, NY 10278  
Phone: 212-264-2623  
FAX: 212-264-9806

**Mid-Atlantic Region**  
*Delaware, Maryland and Virginia (Except Washington DC Metropolitan Area), Pennsylvania, and West Virginia*  
The Strawbridge's Building  
20 North 8th Street, 10th Floor  
Philadelphia, PA 19107  
Phone: 215-446-5060  
FAX: 215-446-5116

**Southeast Sunbelt Region**  
*Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee*  
401 W. Peachtree Street  
Atlanta, GA 30365  
Phone: 404-331-0040  
FAX: 404-331-1877

**Great Lakes Region**  
*Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin*  
230 S. Dearborn Street  
Chicago, IL 60604-1696  
Phone: 312-886-8992  
312-886-8996  
FAX: 312-353-0827

**The Heartland Region**  
*Iowa, Kansas, Missouri, and Nebraska*  
1500 East Bannister Road  
Kansas City, MO 64131  
Phone: 816-823-3622  
FAX: 816-823-3711

**Greater Southwest Region**  
*Arkansas, Louisiana, New Mexico, Oklahoma, and Texas*  
819 Taylor Street  
Fort Worth, TX 76102-6105  
Phone: 817-978-2949  
FAX: 817-978-8738

**Rocky Mountain Region**  
*Montana, North Dakota, South Dakota, Wyoming, Utah, and Colorado*  
P. O. Box 25506  
DFC, Bldg 4  
Denver, CO 80225-0506  
Phone: 303-236-7700  
FAX: 303-236-7544

**Pacific Rim Region**  
*American Samoa, Arizona, California, Commonwealth of the Northern Mariana Islands, Guam, Hawaii, and Nevada*  
450 Golden Gate Avenue  
San Francisco, CA 94102-3434  
Phone: 415-522-3031  
FAX: 415-522-3019

**Northwest/Arctic Region**  
*Alaska, Idaho, Oregon, and Washington*  
400 15th Street, SW  
Auburn, WA 98001-6599  
Phone: 253-931-7311  
FAX: 253-931-7571



US General Services Administration  
GSA Federal Supply Service  
GSA/FSS/IFBP  
1901 S. Bell Street, Suite 804  
Arlington, VA 22202

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Federal Recycling Program

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property is donated through a SASP, the airport must abide by the terms and conditions imposed by the SASP.

All entities designated as eligible recipients may obtain information about eligibility and program requirements by contacting the SASP for the state or territory in which they reside.

### Acquiring Surplus Property

- In accordance with the law, SASPs have been established by each State, the District of Columbia, Puerto Rico, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, Guam, and American Samoa to distribute personal property designated as surplus by the Federal Government. These SASPs advise applicants of eligibility requirements, procedures to be followed in acquiring Federal surplus personal property, and conditions and restrictions placed on the property.
- Eligible recipients work with the SASP to locate and acquire surplus property. Many SASPs maintain one or more distribution centers to receive property, display it to eligible donee representatives, and process donation transactions. Practically all operate on a self-sustaining basis, by assessing recipients a service charge to cover handling, transportation, and administrative expenses.
- Public airports should contact the appropriate FAA regional office (Attention: Airports Division Chief) or the FAA, Office of Airport Planning and Programming (APP-510), Washington, DC 20591, regarding their participation in the FAA-administered program.

### Conditions and Restrictions on the Use of Property

Clear title to donated property is not granted until a specified period of time has elapsed, and the donee has fulfilled all Federal and State restrictions imposed on the property. State restrictions may vary as each SASP is permitted to impose its own terms and conditions above those required by Federal law and regulation. Federal restrictions require that all property be placed into use within the State by the donee within one year of acquisition and be used for

at least one year thereafter. Additional restrictions are imposed by the General Services Administration (GSA) on certain types of property such as: aircraft, vessels, and gifts received from foreign dignitaries. Violations of any of the conditions or restrictions may require return of the property to the SASP or reimbursement of the fair market value if the property is unable to be recovered.

### Service Educational Activities (SEA)

These activities are designated as a special category of recipient. They are educational activities of special

*A listing of qualified SEA organizations is maintained and distributed by DoD. Certain schools and the following national organizations have been designated as eligible recipients of DoD surplus property:*

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| <i>American National Red Cross</i><br>17th and D Streets, NW<br>Washington, DC 20006                     | <i>Corporation for the Promotion of Rifle Practice and Firearms Safety</i><br>6551 Loisdale Court, Suite 714<br>Springfield, VA 22150 | <i>National Civilian Community Corps</i><br>1100 Vermont Avenue, NW<br>Washington, DC 20525                                  |
| <i>Armed Services YMCA of the U.S.A.</i><br>6225 Brandon Avenue, Suite 215<br>Springfield, VA 22150-2510 | <i>Girl Scouts of the U.S.A.</i><br>420 5th Avenue<br>New York, NY 10018-2702   | <i>National Ski Patrol System, Inc.</i><br>133 South Van Gordon Street, Ste. 100<br>Lakewood, CO 80228                       |
| <i>Big Brother Big Sister of America</i><br>230 North 13th Street<br>Philadelphia, PA 19107              | <i>Little League Baseball, Inc.</i><br>Post Office Box 3485<br>Williamsport, PA 17701   | <i>U.S. Naval Sea Cadet Corps</i><br>2300 Wilson Boulevard<br>Arlington, VA 22201  |
| <i>Boys and Girls Clubs of America</i><br>771 First Avenue<br>New York, NY 10017                         | <i>Marine Cadets of America, Board of Directors</i><br>USN & MC Reserve Center<br>Fort Nathan Hale Park<br>New Haven, CT 06512-3694   | <i>United Service Organizations, Inc.</i><br>1008 Eberle Place, SE, Suite 301<br>Washington Navy Yard, DC 20374-5096         |
| <i>Boy Scouts of America</i><br>1325 Walnut Hill Lane<br>Irving, TX 75038-3096                           | <i>Marine Corps League</i><br>Post Office Box 3070<br>Merrifield, VA 22116  | <i>U.S. Olympic Committee</i><br>1 Olympic Plaza<br>Colorado Springs, CO 80909-5760  |
| <i>Camp Fire, Inc.</i><br>4601 Madison Avenue<br>Kansas City, MO 64112-1278                              | <i>National Association for Equal Opportunity in Higher Education</i><br>2243 Wisconsin Avenue, NW<br>Washington, DC 20007            | <i>Young Marines of the Marine Corps, National Director</i><br>P.O. Box 70735, Southwest Station<br>Washington DC 20024-0735 |

General information concerning the designation of schools or organizations as an SEA can be obtained from the Director, Defense Logistics Agency (DLA-J37), 8725 John K. Kingman Road, Suite 4133, Fort Belvoir, VA 22060-6221.

- Individual units of national organizations such as the Boy Scouts or Girl Scout troops, Red Cross chapters, etc., should contact their regional or national headquarters for guidance regarding the donation and use of DoD surplus property. Schools with military training programs (e.g., military junior colleges, military institutes, high schools that host a Junior Reserve Officer Training Corps unit or a National Defense Cadet Corps unit, naval honor schools and State maritime academies) should contact their sponsoring military service.

## State Agencies for Surplus Property

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| <b>Alabama</b><br><i>ADECA Surplus Property Division</i><br>P. O. Box 210487<br>Montgomery, AL 36121<br>Phone: 334-277-5866<br>Fax: 334-223-7320   | <b>Florida</b><br><i>Florida Dept. of Management Services Bureau of Federal Property Assistance</i><br>4050 EsplanadeWay, Bldg. 4040, Suite 360<br>Tallahassee, FL 32399<br>Phone: 850-488-4290<br>Fax: 850-922-6194 |
| <b>Alaska</b><br><i>State of Alaska, Dept. of Administration Division of General Services Property</i><br>2400 Viking Drive<br>Anchorage, AK 99501<br>Phone: 907-279-0596<br>Fax: 907-278-0352           | <b>Georgia</b><br><i>Georgia State Agency, Support Services Division</i><br>1050 Murphy Avenue, SW, Bldg. 12<br>Atlanta, GA 30310<br>Phone: 404-657-8542<br>Fax: 404-656-7236  |
| <b>American Samoa</b><br><i>American Samoa State Agency of Procurement</i><br>American Samoa Government<br>Pago Pago, AS 96799<br>Phone: 684-699-1170<br>Fax: 684-699-2387                               | <b>Guam</b><br><i>Government of Guam, State Agency for Surplus Property, Dept. of Administration</i><br>P. O. Box 884<br>Agana, Guam 96932<br>Phone: 671-477-1725, ext. 47<br>Fax: 671-472-4217                      |
| <b>Arizona</b><br><i>Arizona State Surplus Property Mgmt. Office</i><br>1537 W. Jackson Street<br>Phoenix, AZ 85007<br>Phone: 602-542-5701<br>Fax: 602-379-4929  | <b>Hawaii</b><br><i>Hawaii State Agency Surplus Property Office</i><br>729 Kakoi Street<br>Honolulu, HI 96819<br>Phone: 808-831-6757<br>Fax: 808-831-6786  |
| <b>Arkansas</b><br><i>Arkansas State Agency for Surplus Property</i><br>8700 Remount Road<br>North Little Rock, AR 72118<br>Phone: 501-835-3111<br>FAX: 501-834-5240                                     | <b>Idaho</b><br><i>State of Idaho Bureau of Federal Surplus Property</i><br>P. O. Box 83720<br>Boise, ID 83720-0070<br>Phone: 800-722-1629<br>Fax: 208-334-5320  |
| <b>California</b><br><i>California State Agency Dept.Of General Services</i><br>701 Burning Tree Road<br>Fullerton, CA 92633<br>Phone: 714-449-5912<br>Fax: 714-449-5917                                 | <b>Illinois</b><br><i>Illinois State Agency for Surplus Property</i><br>1924 S. 10 1/2 Street<br>Springfield, IL 62703<br>Phone: 217-785-6903<br>Fax: 217-785-6905   |
| <b>Colorado</b><br><i>Colorado State Agency for Surplus Property Agency</i><br>4200 Garfield Street<br>Denver, CO 80216-6517<br>Phone: 303-370-2160<br>Fax: 303-320-1050                                 | <b>Indiana</b><br><i>State of Indiana, Dept. of Administration Federal Surplus Property</i><br>2200 South Tibbs<br>Indianapolis, IN 46241<br>Phone: 317-260-4203<br>Fax: 317-260-4201                                |
| <b>Connecticut</b><br><i>Connecticut State Agency</i><br>165 Capital Avenue, 5th Floor<br>Hartford, CT 06106<br>Phone: 860-713-5159<br>Fax: 860-713-7476   | <b>Iowa</b><br><i>Iowa Federal Surplus Property Department of General Services</i><br>6921 Chaffee Road<br>Des Moines, IA 50315<br>Phone: 515-953-5747<br>Fax: 515-953-5767  |
| <b>Delaware</b><br><i>Delaware Surplus Services  Div. of Purchasing</i><br>P. O. Box 299<br>Delaware City, DE 19706<br>Phone: 302-836-7640, ext. 226<br>Fax: 302-836-7298                                | <b>Kansas</b><br><i>Kansas Federal Surplus Property</i><br>3400 SE 10th Street<br>Topeka, KS 66607-2513<br>Phone: 785-296-2351<br>Fax: 785-296-4060  |
| <b>District of Columbia</b><br><i>District of Columbia State Agency Dept of Administration Services</i><br>2100 Adams Place, NE<br>Washington, DC 20018-3627<br>Phone: 202-576-6472<br>Fax: 202-576-7111 | <b>Kentucky</b><br><i>Division of Surplus Property</i><br>514 Barrett Avenue<br>Frankfort, KY 40601<br>Phone: 502-564-4836<br>Fax: 502-564-2215  |

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| <b>Louisiana</b><br><i>Louisiana Federal Property</i><br>1635 Foss Drive<br>Baton Rouge, LA 70802<br>Phone: 225-342-7860<br>Fax: 225-342-7863   | <b>Nebraska</b><br><i>Nebraska State Agency for Federal Surplus Property</i><br>2700 W. Van Dorn<br>P. O. Box 94661<br>Lincoln, NE 68509<br>Phone: 402-471-2677<br>Fax: 402-471-2769   |
| <b>Maine</b><br><i>Maine State Agency Surplus Property Program</i><br>#95 State House Station<br>Augusta, ME 04333-0095<br>Phone: 207-287-2923<br>Fax: 207-287-7861   | <b>Nevada</b><br><i>Nevada State Surplus Property Program</i><br>2250 Barnett Way<br>Reno, NV 89512-3807<br>Phone: 775-684-0174<br>Fax: 775-688-1503   |
| <b>Maryland</b><br><i>Maryland State Agency for Surplus Property</i><br>8037 Brock Bridge Road<br>P. O. Box 1039<br>Jessup, MD 20794<br>Phone: 410-540-4066<br>Fax: 410-799-2725                              | <b>New Hampshire</b><br><i>New Hampshire Federal Surplus Property Program</i><br>144 Clinton Street<br>Concord, NH 03301<br>Phone: 603-271-3239<br>Fax: 603-271-4026   |
| <b>Massachusetts</b><br><i>Massachusetts State Agency Surplus Property</i><br>Operational Services Division<br>One Ashburton Place, Room 1017<br>Boston, MA 02108<br>Phone: 617-720-3146<br>Fax: 617-727-4527 | <b>New Jersey</b><br><i>New Jersey State Agency for Surplus Property Division of State Police</i><br>Troop C Building<br>3925 US Highway 1<br>Princeton, NJ 08540-5790<br>Phone: 609-452-2601 x 5901/5902<br>Fax: 609-452-7243 |
| <b>Michigan</b><br><i>Michigan State Agency for Surplus Property</i><br>3366 Remy Drive<br>Lansing, MI 48906<br>Phone: 517-335-9105<br>Fax: 517-335-9559  | <b>New Mexico</b><br><i>New Mexico State Agency for Surplus Property</i><br>1990 Siringo Road<br>Santa Fe, NM 87505<br>Phone: 505-476-1909<br>Fax: 505-476-1905  |
| <b>Minnesota</b><br><i>Minnesota Surplus Services Department of Administration</i><br>5420 Highway 8<br>New Brighton, MN 55112<br>Phone: 651-639-4024<br>Fax: 651-639-4026                                    | <b>New York</b><br><i>New York State Agency Bureau of Federal Property Assistance</i><br>Building 18, Suite 105<br>1220 Washington Avenue<br>Albany, NY 12226-1855<br>Phone: 518-457-1744<br>Fax: 518-457-5436                 |
| <b>Mississippi</b><br><i>Mississippi Office of Surplus Property</i><br>P. O. Box 5778<br>Jackson, MS 39288-5778<br>Phone: 601-939-2050<br>Fax: 601-939-4505   | <b>North Carolina</b><br><i>North Carolina Federal Property Agency</i><br>1950 Garner Road<br>P. O. Box 26567<br>Raleigh, NC 27611<br>Phone: 919-733-3885<br>Fax: 919-733-3883   |
| <b>Missouri</b><br><i>Missouri State Agency for Surplus Property</i><br>117 N. Riverside<br>P. O. Drawer 1310<br>Jefferson City, MO 65102<br>Phone: 573-751-3415<br>Fax: 573-751-1264                         | <b>North Dakota</b><br><i>North Dakota State Agency for Surplus Property</i><br>Igoe Industrial Park, Bldg. 12<br>P. O. Box 7293<br>Bismarck, ND 58507-7293<br>Phone: 701-328-9665<br>Fax: 701-328-9669                        |
| <b>Montana</b><br><i>Montana State Agency for Surplus Property</i><br>930 E. Lyndale<br>P. O. Box 200137<br>Helena, MT 59620<br>Phone: 406-495-6016<br>Fax: 406-495-6001                                      | <b>Northern Mariana Islands</b><br><i>NMII State Agency for Surplus Property</i><br>P. O. Box 11355<br>Saipan, MP 96950<br>Phone: 670-664-1500<br>Fax: 670-664-1515  |

interest to the DoD and are generally referred to as Service Educational Activities (SEA).

- SEAs and the DoD each have a formal donation agreement that outlines the general terms and conditions for obtaining DoD surplus property and specifies the kind of property that may be donated to the SEA. Only DoD-generated property may be donated to SEAs. When donating DoD property to an eligible SEA, SASPs must observe any restrictions the sponsoring military service may have imposed on the types of property the SEA may receive.